



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, January 09, 2012

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:01 p.m. on Monday, January 09, 2012 in the City Hall 5<sup>th</sup> floor large conference room by Chair Art Butler.

### Present:

Art Butler  
Bob Gordon  
Cynthia Baca  
Erin House  
Jackalyn Rawlings  
Norman Powell  
Woodie Rucker-Hughes (Arrived 4:30 p.m.)  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

Sonya Dew

### Unexcused Absence:

### Guests:

Scott Barber – City Manager  
Steve Earley – Fire Chief  
Steve Espinoza – Employee Relations Officer  
Georgina Villasenor – Human Resources Analyst

**Public Comment Period:** No comments made.

### A. Approval of December 05, 2011 Minutes

Approved: Erin House  
Second: Jackalyn Rawlings  
Ayes: All

### B. Agenda Items

#### 1. Special Presentation – Scott Barber, City Manager

- City Manager Scott Barber presented to the Board providing various updates regarding the loss of redevelopment funds.
- Mr. Barber informed the Board that his key focus is on Economic Development and that he will be attempting to visit all worksites and meet every employee in calendar year 2012, to discuss how employees' jobs relate to Economic Development. .

#### 2. Departmental Presentation – Steve Earley, Fire Chief

- Fire Chief Steve Earley gave the Board a PowerPoint presentation overview of the Fire Department.
- Chief Earley informed the Board that there are fourteen (14) fire stations strategically located in the City. He also indicated that in 2011 the Fire Department responded to over 27,000 emergency calls and participated in 87,390 hours of training.

- Chief, Earley provided the Board with a verbal overview of budget statistics regarding the Fire Department.
- Chief Earley informed the Board that the Fire Department has a Fire Explorer Program for youth between the ages of 14-21 interested in a fire service career.
- Fire Chief Steve Earley informed the Board about internal recognition provided to employees to enhance morale, such as congratulatory emails for good ratings on performance evaluations, promotional ceremonies and birthday luncheons.

### **3. Human Resources Board Presentation to the City Council – Art Butler, Chair**

- Deputy Human Resources Director Jeremy Hammond presented the Board with a draft copy of the PowerPoint presentation that will be presented to the City Council.
- Mr. Hammond informed the Board that the presentation will take place at 6:15 p.m. on February 28, 2012 in the Art Pick Council Chambers and encouraged Board Members to attend the meeting.

### **4. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director and Georgina Villaseñor, Human Resources Analyst**

- Deputy Human Resources Director Jeremy Hammond presented the Board with two (2) policies for review and approval. The Policies presented were Reclassification (II-02) and Requesting and Recruiting for Personal (I-1).
- Board Member Woodie Rucker-Hughes inquired as to if there currently is a policy in place to retain current employees. Deputy Human Resources Director Jeremy Hammond responded and indicated that there is no such policy in place at this time.
- Human Resources Analyst Georgina Villaseñor presented the Board with one (1) Policy for review and approval. The Policy presented was Family, Medical, Military Caregiver, And/Or Pregnancy Disability Leave (V-4).
- Board Member Bob Gordon motioned to approve the Policies as presented, with a second by Board Member Erin House. The motion passed unanimously.

### **5. Human Resources Director Updates – Rhonda Strout, Human Resources Director**

- Human Resources Director Rhonda Strout informed the Board that the Human Resources Department will be hosting the second Get Fit Challenge on January 18, 2012 at 1:30 p.m. in the Art Pick Council Chambers.
- Ms. Strout informed the Board that various local gyms will be in attendance to offer discounts to City employees.
- Director Strout informed the Board that the City is actively recruiting for the positions of Public Works Director and Community Development Director.

**Next Meeting:** February 2, 2012, City Hall 5<sup>th</sup> floor large conference room.

**Adjournment:** Meeting was adjourned at 5:30 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres \_\_\_\_\_